

Dialog 4223 Professional

System telephones for MD110 Communication System

User Guide



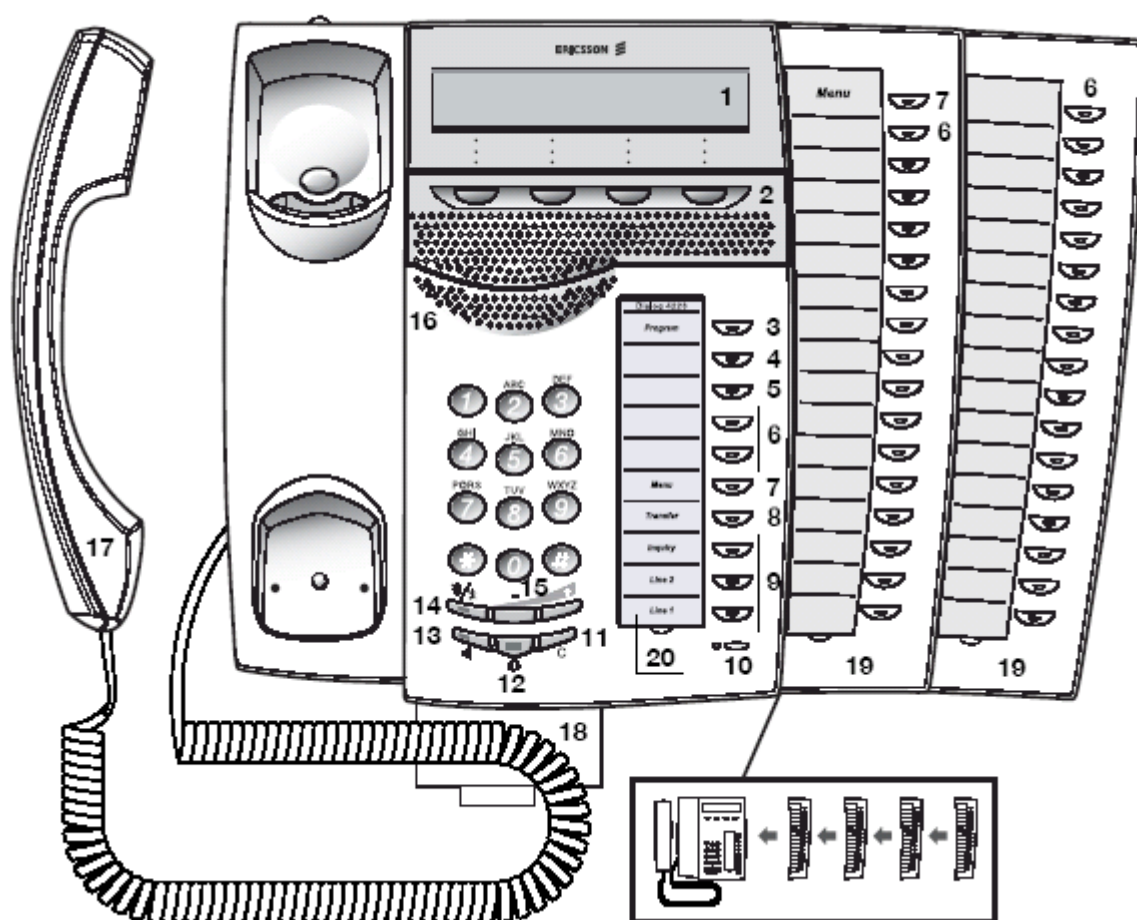
Flinders University

Table of Contents

Description	2
Incoming Calls.....	11
Outgoing Calls.....	13
During Calls.....	19
Call Forwarding.....	25
Group Features.....	35
Other Useful Features.....	37
Settings.....	41
Accessories.....	48
Installation.....	52
Glossary.....	58
Index.....	59

Description

Dialog 4223 Professional phone



- 1 **Display**
3x40 characters. See section "Display information" on page 7.
- 2 **Menu Function keys**
The functions depend on the traffic state. When you are requested to "(see display)", press the required key to access the function. See also "Menu Key"

- 3 Programming**
See section “Settings” on page 41.
- 4 Call-back**
For indicating/activating Call-back. See Section “When you receive a busy tone” on page 15. The feature can be removed or moved to another programmable function key by your system administrator.
- 5 Diversion (Follow-me)**
For indicating/activating and deactivating Diversion (Follow-me). See section “Call Forwarding” on page 25. The feature can be removed or moved to another programmable key by your system administrator.
- 6 Programmable function keys**
To program numbers of functions, see section “Programming of function keys” on page 41. All key panel keys are programmable (except the Menu key).
- 7 Menu Key**
When the phone is in idle mode, press to switch between “idle display” and Menu key function descriptions.

Note: Depending on the system version, the key position differs. To find the Menu Key for your system, look for display reactions when you press any of the two keys. The key press that changes the text of the Menu Function keys, is the key to be used. The other key can be used as a programmable key.
- 8 Transfer**
For transferring call, see section “During Calls” on page 21.
- 9 Triple Access Line**
For handling calls, Line 1 and 2 are available both for incoming and outgoing calls. Inquiry can only be used for outgoing calls.
- 10 Microphone**
Used for handsfree conversation.
- 11 Clear**
To disconnect calls or exit a function. Can always be pressed instead of replacing the handset.
- 12 Headset Key**
To handle headset calls and activate Headset Preset. See section “Headset optional” on page 48.

- 13 Loudspeaker on/off**
- a. To activate Group listening. See section “During Calls” on page 18.
 - b. To activate handsfree conversation (Dialog 422 Office only see section “During Calls” on page 19.
 - c. To activate Loudspeaker Preset. See section “Headset Preset” on page 50.
- 14 Mute**
- a. To switch the microphone on or off during call. See section “Mute” on page 20.
 - b. To switch off the ring signal in idle more or when ringing. See sections “Mute ring signal” on page 46. and “Silent ringing” on page 47.
- 15 Volume control**
To change the volume. See section “Settings” on page 41.
- 16 Loud Speaker**
- 17 Handset**
Supplied with hearing aid function as standard. An extra handset can be connected, see section “Accessories” on page 48.
- 18 Pull-out leaf for easy guide (optional)**
- 19 Key panel**
With 17 programmable keys. Up to four panels can be connected. See section “Key panel (optional)” on page 48.
- 20 Designation Card**
Your system administrator can print new designation cards for you.

Lamp Indicators



Extinguished lamp

The function is not active.



Steady light

The function is active or multiple represented line is busy.



Slowly flashing lamp

The line (or function) is put on hold.



Rapidly flashing lamp

An incoming call.



Light with short breaks






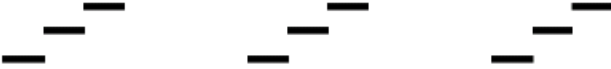





Ongoing call.

Tones and Signals

The following different tones and signals are sent from the exchange to your phone.

Tone characteristics

The tones shown in this section are the most used tones worldwide. Many markets use a different tone for one or more situations.

Dial tone	
Special dial tone	
Ringing tone or queue tone	
Busy tone	
Congestion tone	
Number unobtainable tone	
Call waiting tone	
Intrusion tone	
Conference tone	 every 15 seconds (to all parties)
Verification tone	
Warning tone, expensive route	

Ring Signals

Three different ring signals inform you about the type of the incoming call. The signals shown in this section are the most used signals worldwide. Many markets use signals that are adapted for the local standards.

Internal ring signal	
External ring signal	
Recall signal (Callback reminder)	

Display Information

The display gives you feedback information such as time and date, traffic state and connected phone numbers. The following displays show examples of the different states your phone is in.

When information ends with three dots (...), this means that the system is working or waiting for your action. When information ends with an exclamation mark (!), this means that no further action is possible.

Note: The order in which the date is stated is system dependent.

Idle phone (idle mode)

When your phone is idle, the upper row shows general information. The middle row shows your extension number. The lower row presents lead texts for the menu Function keys.

14:25		12Feb 2001	
Open		2222	
AcCo	AutCo	Dir	

Outgoing call

When you make an outgoing call on your phone, the middle row shows both the traffic state and dialled number.

14:25		12Feb 2001	
Callina...		3333	
CBack		Time	

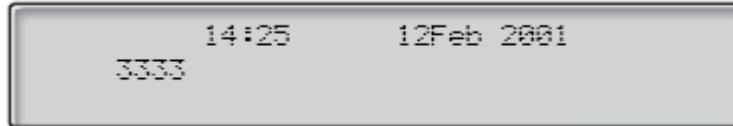
If the called party's phone is diverted, the middle row shows the Diversion information. > is the Diversion symbol.

14:25		12Feb 2001	
3333 >Direct		5555	
CBack		Time	

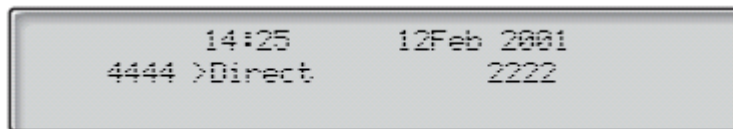
The dialled number (3333) is directly diverted to number 5555.

Incoming call

When you receive an incoming call, the middle row flashes the calling party's extension number.



If a diverting extension is calling, the middle row shows the diversion information. The calling party's number is flashing. > is the Diversion symbol.



Number 2222 has dialled number 4444 and the call is directly diverted to you.

Menu Function Keys

The menu Function keys are used to access different functions. Depending on which traffic state and category of extension, the available functions change.

The following abbreviations are used for the menu Function keys:

AcCo	Account code
AutCo	Authorisation Code
Call	Call the number displayed
CBack	Callback
Clr	Reset the measurement
Conf	Conference (only shown when there is a party put on hold).
Cost	Display cost information
CUp	Group call pick up.
CWait	Call Waiting
Date	Show date
Del	Delete
DND	Do Not Disturb
Down	Scroll down
Exit	Exit the displayed menu
Find	Search
Intr	Intrusion
Lock	Lock the phone
Mal	Malicious Call Tracing
Next	Show next logged number
Open	Unlock the phone
Page	Paging
Pick	Call pick-up
RDial	Last Number Redial
Space	Enter a space when writing names
Start/Stop	Start/Stop time measurement
Time	Display time measurement
Tones	Dialling during a connected call (Push button tones, DTMF).
Up	Scroll Up

Choice of Language(optional)

One of the following languages can be chosen to be used for the display information on your phone.

Digit 0-9 =the language code:

0 English	1 French	2 German	3 Spanish	4 Italian
5 _____	6 _____	7 _____	8 _____	9 _____

***Note:** By default 5-9 are programmed for English. To be changed locally to other languages.*


To choose a language:

✕ **08** ✕

Dial.

(0-9)

Enter the language code.



Press.

Incoming Calls

Answer calls

A ringing signal and a flashing lamp indicate an incoming call.

On line 1

Normally you will receive calls on Line 1.



Lift the handset.



On any other Line key

Lift the handset.



Press the flashing line key

Handsfree



Press the flashing line key.

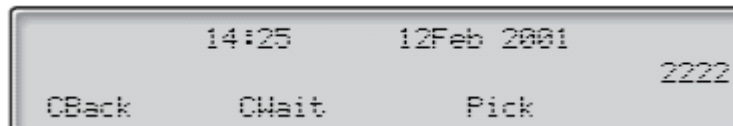
You are connected to the caller via the loudspeaker and the microphone.



Press to terminate a handsfree call.

On another extension

You can answer a call to a phone in another room.

**Call the ringing extension**

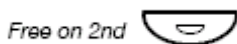
Note: The display image might differ from the above.

4**Press****Notes:**

You can also press *Pick* (see display) or *Call pick up* (function key programmed by system administrator).

Answer a second call during an ongoing call

If your phone is programmed with a Free on 2nd key, you can receive another call, if this function is activated.

**Press to activate/deactivate.**

When Free on 2 is active lamp is lit.

Note: Function Key programmed by your system administrator.

You have an ongoing call Line 1, when Line 2 flashes to indicate a new incoming call:

**Press to answer.**

The first call is put on hold

**Press to switch back to the first call**

The second call is put on hold. You are connected to the first caller.

**Press to terminate the connected call**

Outgoing Calls

Make calls

How to make internal and external calls:



Lift the handset and proceed depending on call type:

Internal calls



Dial the extension number.

External calls

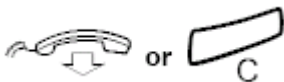
0

Press the digit or digits to get an external line.

Dial tone.



Dial the external number.



Replace the handset or press to end the call.

Note: If you receive a queue tone when the digit or digits to get an external line are dialled (optional function Least Cost Routing is used in the system), keep waiting. Once a line becomes free you will receive a dial tone. If a warning tone is heard, the selected line is marked "Expensive".

Handsfree**Dial the number**

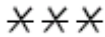
You are connected via the loudspeaker and the microphone.

**Press to terminate a handsfree call.**

Note: You can make your calls faster by using common Speed dialling numbers and by using your own programmed function keys. See section "Speed Dialling" on page 16.

Last External Number Redial

When you initiate an external call the system automatically stores all the dialled digits, irrespective of whether the call was successful or not.

**Lift the handset****Dial to repeat the stored number.**

The last external number is automatically redialled.

Notes:

You also press *RDial* (see display) or *Last Number Redial* (Function Key programmed by the system administrator).

When you receive a busy tone

If you call an extension and receive a busy tone, or get no answer you can use any of the following methods.

Call-back

If a called extension is busy or there is no answer:

6

Press

It can take a couple of seconds before the procedure is executed.

Notes:

You can also press: CBack (see display) or Call-back (function key programmed by system administrator).



Replace the handset to finish procedure

You are called back (recall ringing signal) when the ongoing call is finished or the next time a new call is finished. You have to answer within 8 seconds; otherwise the Call-back service is cancelled. While waiting for Call-back you can make and receive calls as normal.




Lift the handset when you are called back

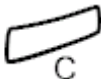
The system calls the ext.

Note: Call-backs can be activated on several extensions at the same time. Call-backs from additional lines will recall on Line 1.

Cancel any single Call-back

3 7 * 

Dial and enter the ext number.

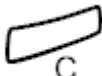


Press

Cancel all Call-backs

3 7


Dial



Press

Bypass

If this function is allowed from your extension, you can bypass an; *activated diversion or activated follow me* on a specific extension.

✱60✱ 

Dial and enter the extension number.

#

Press and wait for answer.

Speed Dialling

Common Speed Dialling numbers

By using common speed dialling numbers, you can make calls simply by pressing a few keys. The common speed dialling numbers consist of 1-5 digits and are stored in the exchange by your system administrator.



Lift the handset and dial the common Speed Dialling number.

Individual Speed Dialling numbers

You can program ten frequently used phone numbers on the digit keys 0-9 and use them as individual Speed Dialling numbers (if this function is allowed).

To use:

✱✱(0-9)

Dial and press the relevant digit.


To program and alter Individual Speed Dialling numbers:

✱51✱(0-9)

Dial and press the selected digit.

✱ 

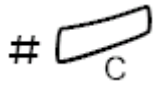
Press and dial the phone number



Press

Note: The programmed number may consist of a maximum of 20 digits plus ✱ which indicates the second dial tone from the public network.

5 1 * (0-9)



5 1



To erase one programmed number:

Dial and press selected digit.

Press


To erase all programmed numbers:

Dial

Press

Dial by a function key

Both functions and phone numbers can be programmed on a function key. To programme a key, speak to your system administrator.

Head office 

Press the function key.

Authorisation Code (Optional)

If you are assigned an authorisation code (1 to 7 digits), affiliated to your own ext you can change the access level on your ext. You can use the code for one call or you can open the phone to some calls and lock it when leaving the phone.

To use for a single call:

✱72✱

Dial.

0000
0000
0000
0000
#

Enter authorisation code and press
Verification tone.

Note: You can also press AutCo (see display), enter the code and press Enter (see display).

0000
0000
0000
0000
0

Dial 0 to get an external line, and then dial the external number.

To open an ext for some calls:

#73✱

Dial

0000
0000
0000
0000
#

Enter authorisation code and press.
Verification tone.

Note: You can also press Open (see display), enter the code and press Enter (see display).

To lock an extension:

✱73✱

Dial

0000
0000
0000
0000
#

Enter authorisation code and press.
Verification tone.

Note: You can also press Lock (see display), enter the code and press Enter (see display).

During Calls

Group Listening (Loudspeaking)

This function lets other people in your room listen to your phone conversation. You speak in the handset while the other party's voice is heard on the speaker.

During an ongoing conversation:



Press to switch between loudspeaker and handset.
When the key lamp is lit, the other party's voice is heard on the loudspeaker.

Note: You can adjust the volume, See section "Settings" on page 41.

From loudspeaking to handsfree

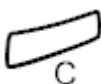


Replace the handset.
Handsfree conversation

From handsfree to loudspeaking



Lift the handset and press.



Press to end the call.

Handsfree



Press and replace the handset

Handsfree conversation



Press to end the call.

From handsfree to handset



Lift the handset

Conversation via the handset



Mute

Press to switch the microphone on or off.

When the lamp is lit, the person on the line cannot hear what is being said in your room.

Inquiry

You have a voice connection on Line 1 and want to make an inquiry to an internal or external party.



Press

This first party is put on hold (Line 1 flashes slowly).

Note: You can also press Line 2



Call the Third Party

When the other party answers, you can switch between the calls, Transfer the call, create a conference and end one of the calls.



Press to end inquiry or call.

The third party is disconnected



Press to return to first call.

Refer Back

The line key flashes for the call put on hold.

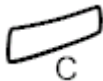
**Press to put third party on hold.**

First call is connected.

**Press to put first call on hold**

Third party is connected.

***Note:** You can also press Line 2 if you have initiated the inquiry on line 2.*

**Press to terminate the connected call.****Transfer**

You have an ongoing call and you want to transfer the call to another extension.

**Press**

***Note:** You can also press a free line key.*

**Call the third party****Press before or after**

The ongoing call is transferred.

***Note:** If you have put more than one call on hold, the last call that was put on hold will be transferred. If the dialled ext is busy or Transfer is not allowed, your phone will ring again.*

Conference

With this procedure you can include up to seven parties in a conference. Only the conference leader (i.e. the person initiating the conference) can admit participants. During the conference a tone will be heard every 15th second.

You have an ongoing conversation (Line 1) and want to establish a phone conference. You will become the conference leader.



Press.

Note: You can also press Line 2.



Call the third party.

Wait for an answer.

3

Press to establish conference

Note: You can also press Conf (see display).

Repeat the procedure to add more conference members.



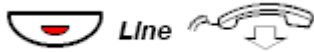
Replace the handset to leave the conference.

Note: A tone burst is heard each time a participant enters or leaves the conference. When the conference leader leaves the conference, the conference will continue with the other included parties. The conversation is changed back to a normal 2 party connection when there is only two parties left.

On Hold

You can temporarily put the ongoing call on hold. Calls put on hold can be resumed from your own phone.

Individual



Press the ongoing call Line key and replace the handset.

The key lamp flashes slowly.



Press the flashing Line again to resume the call.

Call Metering

Call Duration

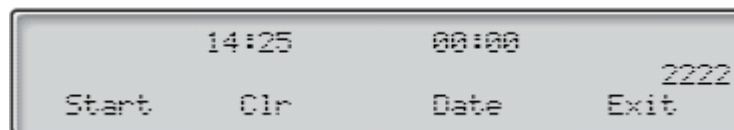
You can measure the elapsed time of your call. The feature can be activated when your phone is ready for dialling (internal dial tone is heard) , during an outgoing call, or when you have a voice connection.

Note: System dependent. It can also be possible to activate Call Duration when your phone is idle.

Time

Press to activate the Call Duration feature (see display).

The display shows:



Start

Press to start time measurement (see display).

The elapsed time is shown.

Clr

Press to clear the time measurement (see display).

Date

Press to show date (see display).

Exit

Press to exit the call Duration feature (see display).

Other key functions that are available during call duration mode:

Stop

Press to stop the time measurement (see display).

Time

Press to show time measurement (see display).

Call Forwarding

Diversion


If you do not want to be disturbed or will be out of the office, you can have all calls diverted to another answering position. During diversion you will hear a special dial tone. You can still make calls as usual.

Diversion can be direct, on no answer or on busy.

Order Direct Diversion from your ext


The call is diverted to an individual position, pre-programmed by your system administrator.

Note: Diversion can also be ordered or cancelled from the answering position, use same procedure as in section "Internal follow-me" page 27.

Diversion 

Press


Note: Function key programmed by your System administrator. Lamp will be lit.

*21# 

Dial and press.

Cancel Direct diversion from your own ext

Note: Diversion can also be ordered or cancelled from the answering position, use same procedure as in section "Internal follow-me" page 27.


Diversion 

Press

Note: Function key pre-programmed by your system administrator. You can also use procedure below.

#21#

Dial.



Press.

Diversion when there is no answer

***211#**

Dial to order.

The incoming call is diverted after 3 rings.



Press.

#211#

Dial to cancel.

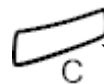


Press.

Diversion when caller receives busy tone

***212#**

Dial to order.



Press

#212#

Dial to cancel



Press

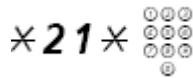
Internal Follow-me

All calls to your extension are diverted to another extension of your choice (within the private network). During the follow-me, your phone can still be used for outgoing calls and you will hear a special dial tone when you lift the handset.

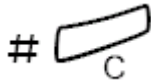
Order from your own extension



Lift the Handset

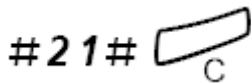


Dial and enter the answering position



Press

Cancel from your own extension

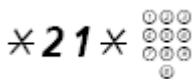


Dial and Press

Redirect from answering position

If you move from one answering position to another answering position, you can redirect Follow-me from that new position.

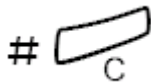
Note: Internal Follow-me must be ordered from your own extension before you can redirect from answering position.



Dial and enter your own extension number.





Press and enter the diversion number





Press to redirect

Calls are diverted to answering position.

2 1 ✕ Cancel from answering position**Dial and enter your own extension number.**#  C**Press.****External Follow-me**

If external Follow-me is allowed, you can have all calls to your extension diverted to an external number of your choice. During Follow-me, your phone can still be used for outgoing calls and you will hear a special dial tone when you lift the handset.

Order✕ 2 2 # **Dial and enter the digit or digits to get an external line and enter the external line.**#  C**Press.**Cancel

2 2

Dial C**Press**

Personal Number (optional)

With this function you can be reached on your normal office phone number even if you are in another room, out of the office or at home, etc.

Depending on the functionality of your office exchange, you can have either one individual single search profile or you can choose between five individual search profiles.

A search profile can be designed to fit the situation, i.e. in the office, travelling, at home, etc. Both internal or external phone numbers can be used in a profile.

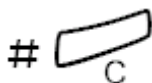
At your request, the search profiles are programmed or modified by your system administrator. See section "To design and order your search profiles" on page 33.

When the function is activated, incoming calls are transferred to different phones or to back up services in the order you choose. If an answering position in the profile is busy, the call can be transferred to another predefined position in the profile, i.e. voicemail or a colleague. You can activate the function from your own office phone or when out of the office, by using the Direct Inward System Access Function (DISA).

To activate or change to another profile from your office phone.

✖ 10 ✖

(1-5)



Dial

Press the search profile digit.

Press.

The display show the chosen search profile digit.

Notes:

You can also activate and change to another profile by programming one function key/search profile (pre-assigned by your system administrator). When the search profile is active the key lamp is on. See section "Settings" on page 41. When another party is included in the activated profile, a colleague or an operator etc., remember to inform about your absence.

To Cancel from your office phone

1 0

**Dial.****Press**

Note: If you have activated a profile via function key, you can press this key instead of using the procedure above.

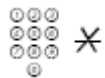
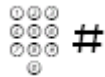
To activate or change to another profile from an external phone

The external phone must be of push button type provided with the hash key (#) and star key (*) or a mobile phone adapted for dial tone pulses (DTMF).

**Call the DISA function at your office.**

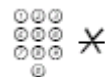
Dial tone.

* 7 5 *

Dial**Enter the authorisation code and press.****Dial your own ext number and press.**

Dial tone.

* 1 0 *

Dial**Dial your own extension number and press.**

(1 - 5)

Press the search profile digit.**Press and replace the handset.**

Note: When another party is included in the activated profile, a colleague or an operator, etc., always remember to inform about your absence. If voicemail is included in the activated profile, always update your greeting with absence information.

To cancel from an external phone

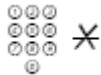
The external phone must be of push button type provided with the hash key (#) and star key (*) or a mobile phone adapted for dial tone pulses (DTMF).

**Call the DISA function at your office.**

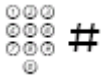
Dial tone.

✱ 7 5 ✱

Dial tone.



Dial the authorisation code and press.

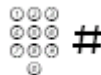


Dial your own extension number and press.

Dial tone.

1 0 ✱

Dial



Dial your own extension number and press.



Replace the handset

To design and order your search profile

The search profiles are installed or changed by your system administrator. In order to set up your profiles, copy the setting form, fill in your new or changed profiles and hand in to your system administrator.

Important notes when designing your profiles:

- Avoid ring times longer than 45 seconds for your profiles

Usually the caller hangs up after 3-6 ring signals. If you need a longer ring time, the maximum ring time is 60 sec.

- Consider the time you need to react and answer on each answering position on your profile.

You might need up to 15 seconds to react and answer a call on a desk or cordless phone and 20-25 seconds for a mobile phone.

- There must be an answering position at the end of every profile. (Voicemail or operator/secretary)

If not, calls might end up unanswered.

- Consider what should happen when you are busy on the phone:

The available options are:

- Activate Free on 2nd (if available)
- Diversion to voicemail
- Diversion to operator

- If an answering machine, a fax or other answering device is used as an early answering position, it might interrupt the searching.

Disconnect the answering device, or design the ring time so that they do not affect the searching.

- If your system admits just one single profile, design the profile only with your 2-3 most frequently used positions.

If you add more numbers, there is a risk that the caller hangs up before a latter position is called.

- If your system admits 1-5 personal profiles, design the different profiles to fit your most frequently used positions.

Make sure you use as few answering positions as possible for each profile. Profile examples:

- In the office
- At home
- Travelling
- Absent/not reachable

Example:

How to fill in your setting form for search profiles:

Profile 1 In office

Search order	Type of telephone or Answering position*	Telephone number	Ring time (seconds)
1	Desk	1234	10
2	Cordless	5234	15
3	Voice mail		

* Examples: Desk, Cordless, Mobile, External, Voice mail, Operator, etc.

Profile 2 At home

Search order	Type of telephone or Answering position*	Telephone number	Ring time (seconds)
1	External	222222	20
2	Mobile	0706666666	25
3	Voice mail		

Setting form for Search profiles

Name:

Department:

Telephone no.:

Profile 1

Search order	Type of telephone or Answering position*	Telephone number	Ring time (seconds)
1			
2			
3			
4			

* Examples: Desk, Cordless, Mobile, External, Voice mail, Operator, etc.

Profile 2

Search order	Type of telephone or Answering position*	Telephone number	Ring time (seconds)
1			
2			
3			
4			

Profile 3

Search order	Type of telephone or Answering position*	Telephone number	Ring time (seconds)
1			
2			
3			
4			

Profile 4

Search order	Type of telephone or Answering position*	Telephone number	Ring time (seconds)
1			
2			
3			
4			

Profile 5

Search order	Type of telephone or Answering position*	Telephone number	Ring time (seconds)
1			
2			
3			
4			

Group Features

Group Call-pick-up

People working in a team can have their phones programmed by the system administrator to form a call-pick-up group.

In a call-pick-up group, any member can answer any individual call to group members.

6 Press to answer.

Common bell group

Calls are signalled on a common bell.


88 Press to answer.

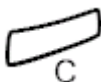
Group Hunting

An internal Group Hunting number is a common directory number for a group of extensions. Calls to the group will be indicated at a free extension in the group.

When you leave your phone temporarily, you make your phone unavailable for incoming calls.

To leave a group temporarily

✱21✱ 

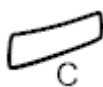


Dial and enter in your own extension.

Press

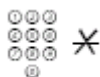
To re-enter the group

2 1

Dial**Press.**

If you are authorised you can divert all calls to your group, to another extension or group:

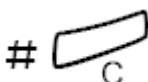
× 2 4 ×

Dial

Dial the number of the group to be diverted and press.



Dial the extension number of the new answering position.

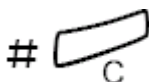
**Press**

To cancel the diversion:

2 4 ×

Dial

Dial the number of the group that has been diverted.

**Press**

Other useful features

General deactivation

The following features can be simultaneously cancelled :

- Call-back (all call-backs are cancelled)
- Diversion/Internal and External Follow-me

Order

#001#

Dial



Press

Hot line

Ask your system administrator if you require this function.

Delayed Hot Line

When the handset of the delayed hot line phone is lifted or when the line key is pressed, a timer is started. If no digit is pressed before time out, a call is generated to a specific extension or external line. If a digit is pressed before time out the phone works as an ordinary phone.

Direct Hot Line

The same function as described above, but without a delay. Only hotline calls can be placed from this line. To be used e.g. as alarm phone, door phone etc

Additional directory number

You can be assigned (programmed by your system administrator) one or more Additional Directory Numbers (lines) on three function keys.

To answer, make calls and use functions on the additional directory lines, use below procedure.

Example:

To make a call on an additional directory line:



Lift the handset

Press

Note: *Function key pre-programmed by your system administrator.*



Dial the extension

Multiple represented directory number

Your extension number can be programmed on a dedicated key on other system telephones, i.e. the number is “represented” on these phones.

This means that incoming calls to your extension can be answered on any of these other phones by just pressing the dedicated key. The dedicated key can also be programmed with the possibility to call your extension when pressed. This function has to be programmed by your system administrator.

DISA = Dialling Inward System Access (Optional)

If you are assigned to use this function and you are working externally, you can call your office and get access to an external line in order to make business calls. The business call will be charged to your extension number or an account number. You will just be charged for the call to the office.

The external phone must be off push button type provided with the hash key(#) and star key (*) or a mobile phone adapted for dial tone pulses (DTMF).

After a completed DISA call you must hang up before a new DISA call can be made.

With Authorisation code

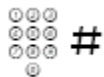


Call the DISA function at your office

Dial tone

72

Dial



Dial the authorisation code and press

Dial tone



Dial the external number

Name and Number Log (optional)

With this function all unanswered calls to your phone will be logged. By use of the menu Function keys under the display you can browse the log, make calls to logged numbers and delete logged numbers.

A Function key must be programmed by your system administrator. The key lamp is switched on and will flash when new unanswered calls have been logged, since last time the key was activated.

Your phone must be idle and unlocked to be able to browse the log.

To browse the number log

Number log 

Press

Note: Function key programmed by your system administrator.

The key lamp is switched off and the display shows the number of stored numbers, time, date, name and the number of the last unanswered call.

New missed calls:2			
14:25	12Feb 2001	Bob Smith	5432
Next	Del	Call	Exit

Note: In previous system versions, the display text New missed calls is replaced with Unanswered calls.

Next **Press to show the next logged number (see display)**

Del **Press to delete the displayed number (see display)**

Call **Press to call the displayed number (see display)**

Note: If missed call is an external number you cannot use this feature as a "0" for an outside line must be dialled first.

Exit **Press to exit (see display)**

Settings

Programming of function keys

Frequently used functions and phone numbers can be Programmed of the function keys for easy access. When you want to use the function just press the key. Certain functions must be programmed by your system administrator. Both phone numbers and function can be programmed on a function key.

Programme or change a function



Press



Press selected function key

Note: If the key is already programmed the number or function will be displayed.

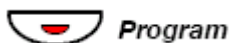


Enter phone number or function code according to the list in section “Functions and required data”.

Note: If a wrong number is entered, press the clear key to erase it, and then enter the number again.



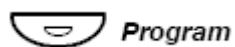
Press the function key again.



Press to finish programming.

Remove the transparent cover and write the function name or phone number beside the key

To verify and erase programmed number or function



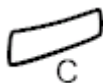
Program

Press.



Press the selected function key.

On the 4222 office phone, the stored number is shown on the display.



C



Press if you want to erase the stored number.

The stored number is erased.



Program

Press.

Functions and required data

<i>Function</i>	<i>Function code or associated number</i>
Call Pickup:	
Group	6
Individual	No. + 4
Conference:	3
Dial by function key	Extension number
Last external number redial	***
Personal Number (List no,)	1-5

Functions that need to be programmed by your system administrator:

- Additional lines
- Call-back
- Free on 2nd
- Diversion
- Multiple Representation
- Individual external line
- Search profile lists and pre-assigning of function keys for Personal Number.

Programming of ringing signals

You have six programmable ring tones on your phone. The different signals can be programmed on lines, additional lines and multiple represented lines.



Program

Press



Line 1

Press the corresponding Line key.

(0 – 6)

Select the ring signal you want to use according to the list below:

- 0 = Silent
- 1 = Periodic ring signal.
- 2 = Delayed periodic ring signal
- 3 = One muted ring signal
- 4 = One muted delay ring signal
- 5 = Immediate Speech Connection with one ring signal controlled by function key
- 6 = Immediate Speech Connection with one ring signal.

Note: Options 5 and 6 are not available for multiple represented lines.



Line 1

Press



Program

Press to finish programming

To verify a ring signal



Program

Press



Line 1

Press the corresponding Line key.

A digit (0-6) is shown in the display.



Program

Press to finish programming.

Programming of signal tone character

There are 10 different programmable ring signal tone characters on your phone, each corresponding to a digit between 0 and 9.



Press

The current tone character is displayed.

(0 – 9)

Press the corresponding digit.

The phone rings with the chosen character.



Press to finish programming.

Handset and Loudspeaker Volume

Use the Volume keys to change the volume of the handset or loudspeaker during a call. Adjust the handset listening volume when the handset is off the hook. Adjust the loudspeaker volume when dial tone is heard via the loudspeaker.



Press to change the volume.

On the dialog 4222 Office phone, a volume symbol is shown for a few seconds (replacing your extension number). The handset and loudspeaker level is stored.

To adjust the volume during group listening:



Replace the handset.



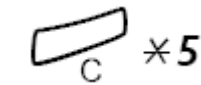
Press to change the volume.

Volume symbol is shown for a few seconds.



Lift the handset and press.

For people with impaired hearing, the handset hearing volume can be extra amplified. To change the level:



Press simultaneously for at least 1 sec.

A tone is heard, and the display shows "Setting Mode".



Press to set or reset the volume level.

Key lamp on indicates amplified volume level. Key lamp off indicates default volume.



Press to finish setting.

When extra amplification has been selected the Line 1 key turns off.

Note: A level change also effects a headset connected to the headset outlet.

Ring signal volume

Use the Volume keys to adjust the ring signal volume when the phone is idle or ringing. Adjusted volume is stored.



Press to change the volume.

A volume symbol is shown for a few seconds (replacing your extension number).

Mute ring signal

You can suppress the ring signal for an incoming call.



Press to switch the ring signal.

The ring signal is switched off for the current call, and your phone is automatically set to silent ringing.

Silent Ringing

If you do not want to be disturbed by the ring signal but still want to be able to answer an incoming call, you can switch off the ring signal. Incoming are only indicated by the flashing line lamp and display information.

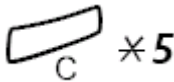


Press to switch off the ring signal

The mute key lamp is switched on to indicate silent ringing. The ring signal will automatically be switched on the next time you lift the handset or press any key.

Display Contrast

You can adjust the contrast of the display.



Press and hold simultaneously until ring signal is heard.

The display shows "Settings Mode".



Press.



Press repeatedly to adjust the contrast.



Press to save and exit.

Note: To exit the menu without saving changes, press # before you press any of the adjustment keys.

Accessories

Key Panel (Optional)

In newer versions of the exchange, your phone can be equipped with additional key panels. Each key panel offers 17 additional keys for sorting of your most frequently used telephone numbers and functions, and for supervising extensions.

Your telephone can be expanded with up to four panels in newer versions of the exchange and up to 2 key panels in older versions of the exchange. If you don't know what version of the exchange you are using, ask your system administrator. How to install the key panel, see section "Installation" on page 52.

Headset (Optional)

How to install the headset, see section "installation" on page 52. The following headset functions are available.

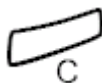
Answer calls



Press to answer

Headset lamp is turned on.

Note: When the phone is set for "Headset Preset", you can also press the flashing line key to answer the call. See section "Headset Preset" on page 50.



Press to terminate the headset call.

Make calls**Press and dial the number.**

The headset key lamp is on.

Note: When the phone is set Headset preset, you can also dial the number directly without pressing the headset key or press a Line Key instead of the Headset key.

**Press to terminate the call.**From headset to handset**Lift the handset**From handset to headset**Press**

The headset key lamp is turned on.

**Replace the handset**Headset with Group listening (loudspeaking)**Press to toggle between headset with or without group listening.**

When the Loudspeaker key lamp is on, the Group listening is active.

From headset to handsfree**Press**

The loudspeaker key lamp is turned on

**Press**

From handsfree to headset**Press**

The headset key lamp is turned on.

Headset Preset

By default the phone is set for calls to be connected to the loudspeaker when you answer or make calls, by pressing a Line key, so called Loudspeaker Preset. Also when you dial the number without lifting the handset, the call is automatically connected to the loudspeaker.

When you use a headset for your telephone, you can change the setting to get calls connected to the headset instead, so called Headset Preset. In Headset Preset mode you can make headset calls by pressing digits directly (direct dialling). You can also answer headset calls by pressing a Line Key.

Notes:

Independent, the type of preset setting, when you lift the handset, the call is always connected to the handset.

Also handsfree and loudspeaking work as usual, i.e. when the Loudspeaker key is pressed, the call is temporarily connected to the loudspeaker.

Activation and cancellation of Headset Preset can only be done when the telephone is in idle mode.

To activate Headset Preset:

**Press and hold for at least 4 seconds**

A short acknowledgement tone signal is heard, and "Headset Preset" is displayed for a few seconds.

To cancel Headset Preset:

**Press to hold for at least 4 seconds**

A short acknowledgement tone signal is heard, and "Loudspeaker Preset" is displayed for a few seconds.

To check the current preset setting:



Press

Either the Loudspeaker or Headset key lamp is turned on, indicating the current preset setting.



Press

Headset Volume

Use the Volume keys to change the volume of the headset.



Press to change the volume.

The volume symbol is shown for a few seconds (replacing your extension number). The set headset volume level is stored.

To adjust the volume for the loudspeaker of the phone during Group listening:



Press



Press to change the volume.

The volume symbol is shown for a few seconds (replacing your extension number). The loudspeaker volume level is stored.

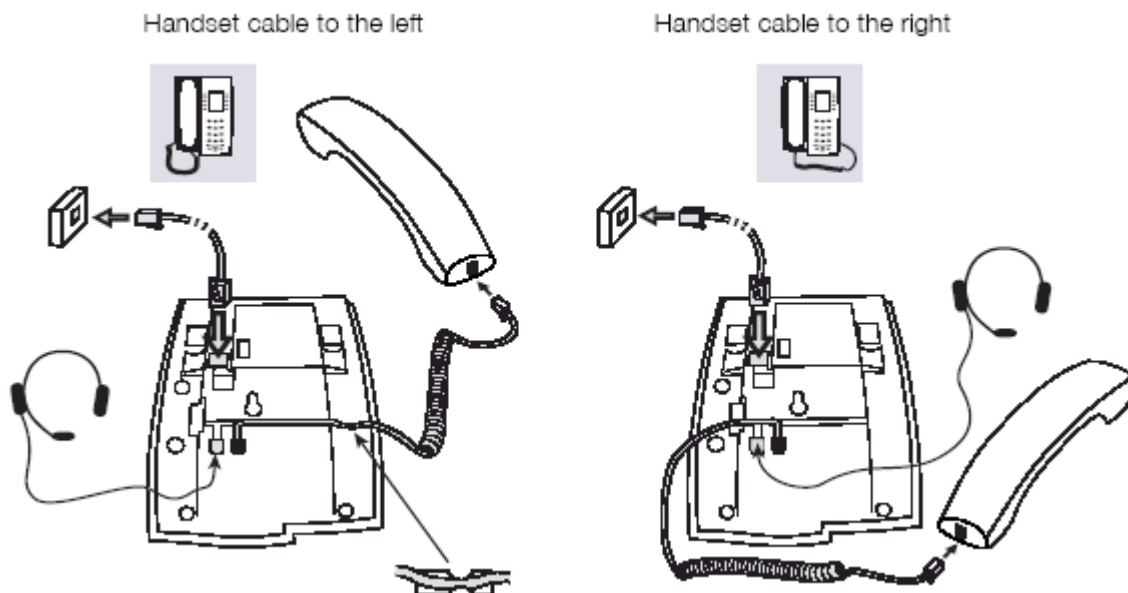


Press.

For people with impaired hearing, the headset hearing volume level can be extra amplified, use the same procedure as in section "Handset and loudspeaker volume" on page 45.

Installation

Install cables

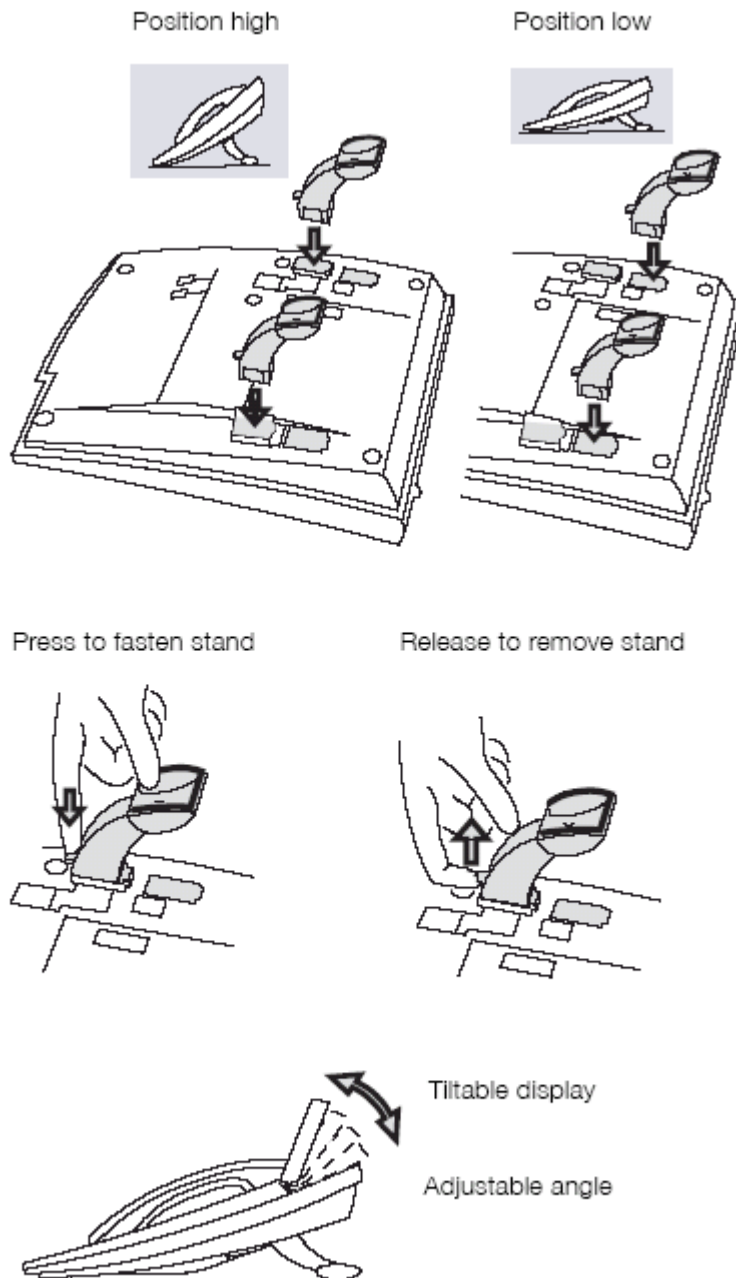


You can put the cable to the handset notch underneath the telephone. The cable to the exchange has to be plugged in "LINE" and the handset cable has to be plugged in "HANDSET".

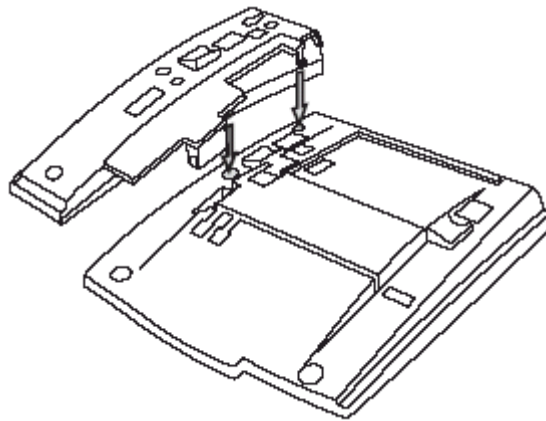
Change cables

To remove a cable, use a screwdriver to unlock the stop.

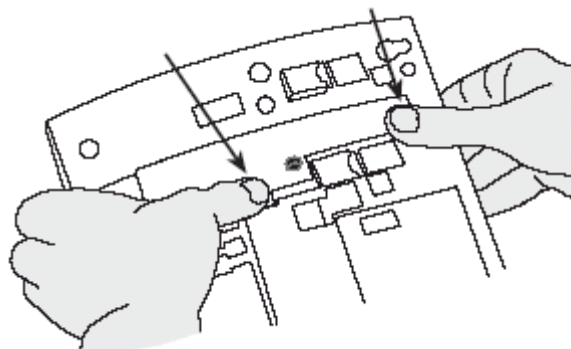
Install stands and adapt phone



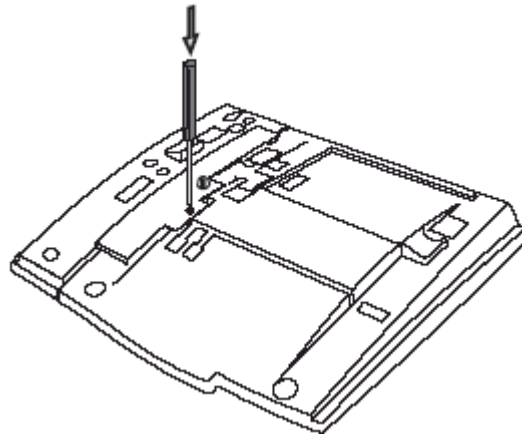
Install key panel (optional)



1 Attach the key panel unit

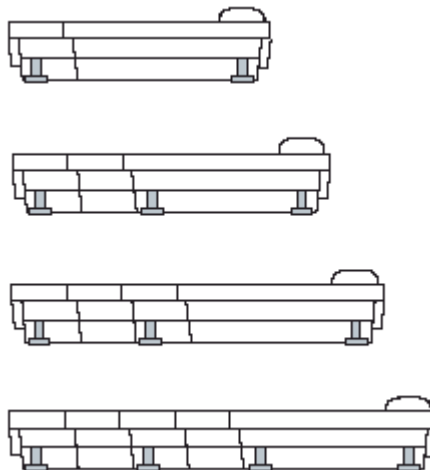


2 Press hard where the arrows are pointing, until you hear the “Click” sound.



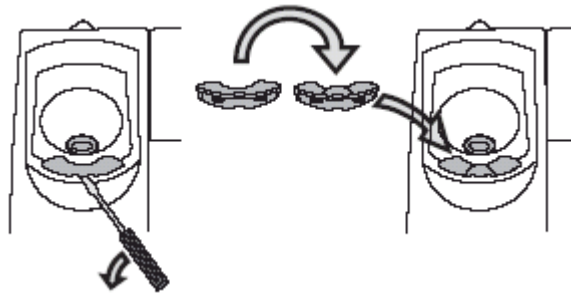
- 3 Use a screw driver and press hard in the bottom of the hole, until you hear a weak sound.
- 4 Install the stands as shown in picture “Stand positioning”

Stand positioning (1-4 Key Panels)

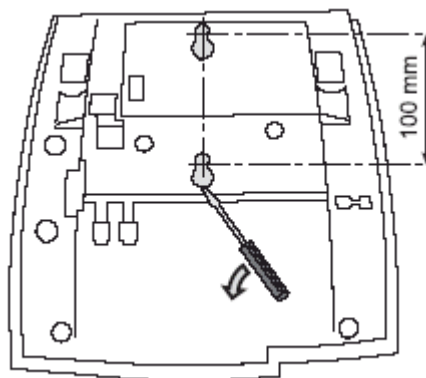


Wall Mounting

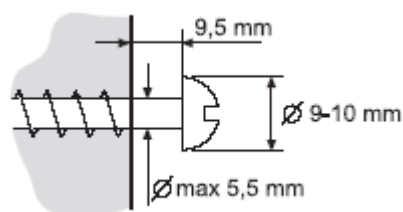
The phone can be wall mounted without using a special console. Useful for instance in conference rooms or public areas.



- 1 Use a screwdriver to remove the handset hook.
- 2 Turn the hook upside down and insert



- 3 Use the screwdriver to remove the two plastic covers.
- 4 Drill wall holes according to measure.



- 5 Mount screws according to measures and attach the phone.

Placing the phone

Do not expose your phone to direct sunlight for long periods. Keep the phone away from excessive heat and moisture.

Cleaning

Clean your phone only with soft, water dampened cloth. Using soap, or any other cleaning materials, may discolour or damage the phone.

Glossary

Additional Lines	One or more additional extension numbers can be assigned to your phone, these are programmed on free function keys.
Exchange	Switch. Your telephone switching system, e.g. MD110 Communication System.
Idle mode	The state your phone is in when nothing is activated; not calling, not ringing, not diverting etc.
Speed Dialling number	Abbreviated number or short number, used for making frequently used numbers faster to dial.
Supervision	Your extension number can be represented on a function key on other extensions (two or more).
Traffic state	The different states your phone is in; calling, ringing, diverted, etc.

Index

A

- Accessories 48
 - Headset 48
 - Key Panel 48
- Additional directory number 38
- Answer calls 11
- Authorisation Code 18

B

- Bypass 16

C

- Call Duration 24
- Call Forwarding 25
 - Diversion 25
 - External Follow-me 28
 - Internal Follow-me 27
 - Personal Number 29
- Call metering 24
- Call-back 15
- Common Bell group 35
- Common Speed Dialling numbers 16
- Conference 22

D

- Description 2
 - Choice of language 10
 - Display information 7
 - Lamp Indications 5
 - Menu Function Keys 9
 - Tones and Signals 6
- Dial by a function key 17
- DISA=Direct Inward Dialling System 39
- Display information 7
- Diversion 25
- During calls 19
 - Conference 22
 - Group Listening (loudspeaking) 19
 - Handsfree 20
 - Handsfree to loudspeaking 19
 - Inquiry 20
 - Loudspeaking to handsfree 19
 - Microphone on or off 20
 - On hold 23
 - Transfer 21

E

- External Follow-me 28

F

- Free on 2nd 12
- Functions and required data 43

G

- General Deactivation 37
- Glossary 59
- Group Call-pick-up 35
- Group Features 35
- Group Hunting 35
- Group listening (loudspeaking) 19

H

- Handset and loudspeaker volume 45
- Handsfree 20
- Headset 48
- Hot Line 37
- Headset Preset 50

I

- Incoming calls 11
 - Answer a second call 12
 - Handsfree 11
 - On another extension 12
 - On any other line key 11
 - On Line 1 11
- Individual Speed Dialling numbers 16
- Inquiry 20
- Installation 52
- Internal Follow-me 27

K

- Key panel 48

L

- Lamp indications 5
- Language 10
- Last External Number Redial 14

M

- Make calls 13
- Menu Function keys 9
- Multiple represented directory number 38
- Mute 20
- Mute ring signal 46

N

Name and Number log 40

O

On hold 23

Other useful features 37

Outgoing calls 13

- Authorisation code 18

- Bypass 16

- Call-back 15

- External calls 13

- Handsfree 14

- Internal calls 13

- Last External Number Redial 14

- Speed dialling 16

- When you receive a busy tone 15

P

Personal number 29

Programming of functions 41

Programming of signal tone character 45

Programming of ring signals 44

Put a call on hold 23

R

Refer back 21

Ring signal volume 46

Ring signals 6

S

Setting form for search profiles 34

Settings 41

- Mute ring signal 46

- Programming of functions 41

- Programming of a signal tone character 45

- Programming of ring signals 44

- Ring signal volume 46

- Silent ringing 47

Speed dialling 16

T

Tones and signals 6

Transfer 21

V

Volume 45

W

When you receive a busy tone 14